

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: DIVISION MANAGER - COMMUNICATIONS

Posting# 2097-0314jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 56, \$2,664 bi-weekly *(plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: February 25, 2014

CLOSING DATE: March 11, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general direction of the Associate Director - Public Works, performs managerial and advanced technical work in overseeing communications systems of Utah County Government.

DUTIES INCLUDE: Supervises, plans, coordinates, and directs the work of the division. Supervises and correlates division involvement within the department and with volunteer groups, outside agencies, and other County departments. Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures. Consults with department heads and other agencies to determine their current and future communications needs. Plans, organizes, and directs administrative and technical programs for all County communications systems including telephone, two-way radio, microwave, telemetry, mobile telephones, closed circuit and cable television, fiber optics, video arraignment, and satellite receiving and up-link. Supervises and directs the design, installation, and maintenance of all cabling infrastructure for the County including communications cabling within all facilities and all outside plant telecommunications cabling. For more information about job duties, please refer to the Utah County Web site: <http://www.utahcounty.gov/jobs>.

EVALUATION AND SELECTION FACTORS INCLUDE: Knowledge of the installation, operation and application of Avaya PBX systems, microwave, data communications, telemetry, two-way radio, video, satellite, and AC/DC electrical power systems; Knowledge of Federal, State, and local regulations concerning the installation, operation, and maintenance of communications systems; Knowledge of supervisory techniques; Ability to motivate and guide subordinates; Ability to coordinate multiple tasks efficiently; Skill in analytical problem solving, systems analysis and project management; Skill in electronic design and technical writing, skill in the configuration and use of computer hardware and software; Knowledge of safety procedures related to communications systems; Skill in reading, writing, and math; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; and Skill in document composition.

REQUIREMENTS FOR EMPLOYMENT: Equivalent combinations of Bachelor's Degree in electronics, telecommunications, or closely related field; and five (5) years work experience performing communication engineering, installation and maintenance activities of either public safety radio and microwave systems or Avaya PBX telephone systems. Preference may be given to applicants with supervisory experience or applicants with fiber optics experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Applicant must possess an applicable FCC, APCO, PCIA, ETA, BICSI or equivalent certification and a valid State of Utah driver license.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

